



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
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In Reply Refer To:  
1114 (951) P

October 17, 2005

Instruction Memorandum No. WY-2006-003  
Expires: 9/30/2007

To: Field Managers and Deputy State Directors  
Attn: Volunteer Coordinators  
From: Associate State Director  
Subject: Call for Data for Wyoming's 2005 Volunteer Annual Report and Advance  
Notice for Change in Data Collection Requirements for FY2006 **DD: 11-10-05**

**Program Area:** Volunteers

**Purpose:** The purpose of this IM is a data call for FY 2005 volunteer and hosted workers hours contributed in Wyoming. It is also to alert you to a change in data collection for FY 2006.

**Timeframe:** This IM is effective immediately and has a due date of November 10, 2005.

**Policy/Action:** Attached is a template for gathering of hours contributed by volunteers and hosted workers in FY 2005. Each Field Office Volunteer Coordinator should submit this format to Terri Trevino, State Volunteer Coordinator ( WSO-951) to be consolidated into a statewide report. Individual offices are not to submit their reports directly to the Washington Office.

In addition to the above required statistical data, each Field Office is to submit the following narrative information:

- Brief narrative description of top one or two volunteer projects completed in your Field Office during FY2005. From the descriptions provided, the top four will be selected and submitted to Washington Office for possible inclusion in the Bureauwide Volunteer Annual Report. Washington Office routinely looks for projects with unique venues, significant accomplishments, partners, etc.
- A list of partner organizations involved in volunteer programs and activities in your Field Office.
- High-resolution photographs of your volunteers and volunteer activities.

Field Office Volunteer Coordinator should submit their reports for FY 2005 by November 11, 2005. Preferred method of submission is by e-mail to [Terri\\_Trevino@blm.gov](mailto:Terri_Trevino@blm.gov). Terri will work with Divisions directly on collecting required information for volunteers in the State Office.

## **Notice regarding collection of volunteer data for FY 2006**

Beginning on October 1, 2005, Field Office Volunteer Coordinators should continue to track hours in the traditional program areas (Recreation, Biological Resources, etc.). In addition, Field Offices should also track how many of those hours are spent on projects in NLCS units. For data collection purposes in 2006, attached is a spreadsheet containing a list of NLCS units in Wyoming. At the end of FY 2006, data for the 2006 Volunteer Annual Report will be collected as usual, along with this spreadsheet showing the hours spent on projects in NLCS units.

**Budget Impact :** The Volunteer Annual Report provides an opportunity for States to quantify in hours the work accomplished in program areas during the FY that is not otherwise measured in MIS. It also improves BLM's ability to communicate with internal and external audiences.

**Background:** BLM 's Volunteer Annual Report includes profiles of outstanding volunteer projects and events, as well as statistical information on State programs. The report provides a summary of volunteer efforts throughout BLM and, as such, serves to underscore the value of cooperative conservation and the important role of volunteers in caring for public lands. The Volunteer Annual Report serves as a valuable means of conveying this message to internal and external audiences.

**Manual/Handbook Sections Affected:** N/A.

**Contact:** If you have any questions regarding this data call, please contact Terri Trevino at (307) 775-6020 or Janet Edmonds at (307) 775-6007.

Thank you for your assistance with this effort.

/s/ Alan L. Kesterke

3 Attachments:

- 1 - Submission instructions for data, narrative information, partners and photographs (1 p.)
- 2 - Spreadsheet for FY2005 statistical data (1 p.)
- 3 – Spreadsheet for FY2006 NLCS data collection (1 p.)

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## FY 2005 Submission Instructions

Submissions for the FY 2005 Volunteer Annual Report should include four components:

- (A) Statistical data on volunteer program activity;
- (B) Narrative information about outstanding volunteer accomplishments and special events;
- (C) A list of partner organizations involved in volunteer programs and events; and
- (D) High-resolution photographs.

Each of these components, except for photographs, is to be submitted electronically at [Terri\\_Trevino@blm.gov](mailto:Terri_Trevino@blm.gov). Submit narrative information and partner lists in a Microsoft Word document while the statistical is to be submitted using the attached Excel spreadsheet.

### Data on volunteer program activity

1. Compile data for each program area from your Field Office. It is the responsibility of the Field Office Volunteer Coordinator to compile the data. Be advised that “volunteers” are defined as people who work for BLM without being paid. They donate their time and, in some cases, equipment and money to assist BLM. “Hosted (or donated) workers” are paid by another organization but work for BLM at no charge.
2. Once data has been compiled, enter the figures in the attached spreadsheet. The “Total Hours” for each category will be calculated automatically.
3. The “Totals” at the bottom will also be calculated automatically.
4. Enter the amount of funds expended. **Note:** The volunteer expenses reported should include only amounts provided to volunteers or hosted/donated workers as reimbursements for incidental expenses (such as meals, mileage, etc.), amounts spent for award/recognition items for the volunteer program, costs associated with volunteer ceremonies, and expenses incurred to purchase uniform items for volunteers. Costs associated with the volunteer project, such as supplies, equipment, etc., should be reported under the benefiting program activity code not as a volunteer program expense. Further, costs associated with employee training or supervision of volunteers should not be a volunteer program reportable expense.
5. The “Value of Work” will be calculated automatically. The value has been established by multiplying the Total Hours by an hourly rate of \$17.55. The rate is established by the Independent Sector ( <http://www.independentsector.org> ), a national leadership forum committed to volunteerism and citizen action. The amount is based on the latest data available on the average hourly rate for nonagricultural workers published in the *Economic Report of the President* (2005 Edition).